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ABSTRACT

Funded by Title I of the Elementary and Secondary Education Act (Migrant Education), the Colorado Migrant Child Identification and Recruitment Project (CMCIRP) identifies and enrolls all migratory children in the State in educational programs. Regional field representatives also refer the migrant family to all social service agencies serving the family. In order to meet the National Goals for Migrant Education, CMCIRP developed and implemented a systematic management system to identify migrant children not currently involved in or attending migrant education classes. The system provides intra and interstate communications for exchange of information on student movement. Designed to assure a complete accountability of the State's migrant students in order to document information regarding the number of migrants and their locations within the state, CMCIRP provides such services as identifying those local educational agencies that need to establish migrant education programs to meet the migrant's needs. This allows the State and local educational agencies to develop planning procedures for the necessary educational programs appropriate in all areas where migrant children are located. This guide discusses CMCIRP's personnel and their responsibilities, forms which need to be kept, personnel procedures, and administrative policies. (NQ)

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COLORADO MIGRANT CHILD IDENTIFICATION AND RECRUITMENT PROJECT

FIELD GUIDE

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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Denver, Colorado

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August 1975

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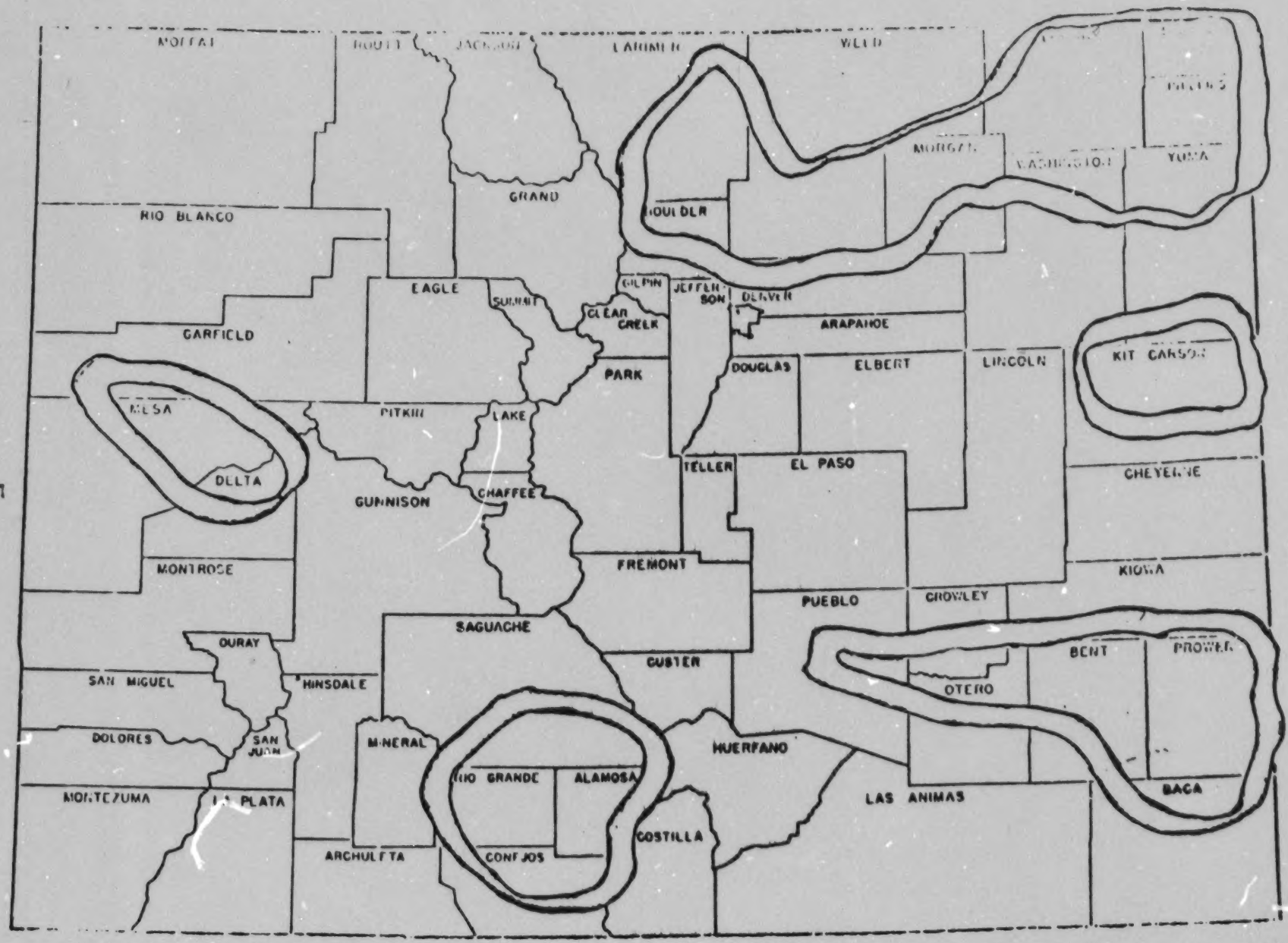


COLORADO STATE PLANNING COMMISSION

TABLE OF CONTENTS

	Page
Introduction	1
Outline Migrant Recruitment Project	4
Director of Migrant Education Recruitment Project	6
Regional Field Representative	8
Non-Certified Personnel	11
Conflict of Interest	14
Probation	
Vehicle Usage	
Regional-Seasonal Field Representative	15
Professionalism	16
Forms -Explanations	18
Non-School Attendance	22
School District Migrant Child Survey	23
County Profile	24
Farm Visitation	26
Daily Logs	27
Weekly Work Schedule	28
List Of Migrant Services	29
Regional Migrant Services	30
Mileage Sheet	31
Long Distance Call Log Sheet	32
Staff Evaluation	33
Student Card	35
Farm Information Card	36
English Form	37
Spanish Form	38
Authorization for Enrollment	39
Supplementary Sheet	40
Action Form	41
Monthly Status Report	42
Procedures	46
1. Leave (Annual and Sick)	
2. Compensatory Time	
3. Telephone Procedures	
4. Time Logs	
5. Jury Duty	
Survey by Regional Field Representative	49
Visitation Procedures	50
CMCIRP Per Diem Policy Directive	54

INTRODUCTION

COLORADO MIGRANT EDUCATION AND COLORADO MIGRANT CHILD IDENTIFICATION AND RECRUITMENT PROJECT

Since 1953 the state of Colorado has provided educational programs to children of migratory agricultural workers. Based on this history of involvement in behalf of migratory children's education, Colorado is recognized nationally as a leader in the field of migrant education.

In 1966-67, Public Law 89-750, an amendment to Public Law 89-10, Title I, ESEA, allowed Colorado to utilize federal funds to expand migrant education programs. Thanks to a team effort by the U.S. Office of Education, the Colorado Department of Education and school districts in Colorado, today forty-two school districts in the state sponsor migrant education programs.

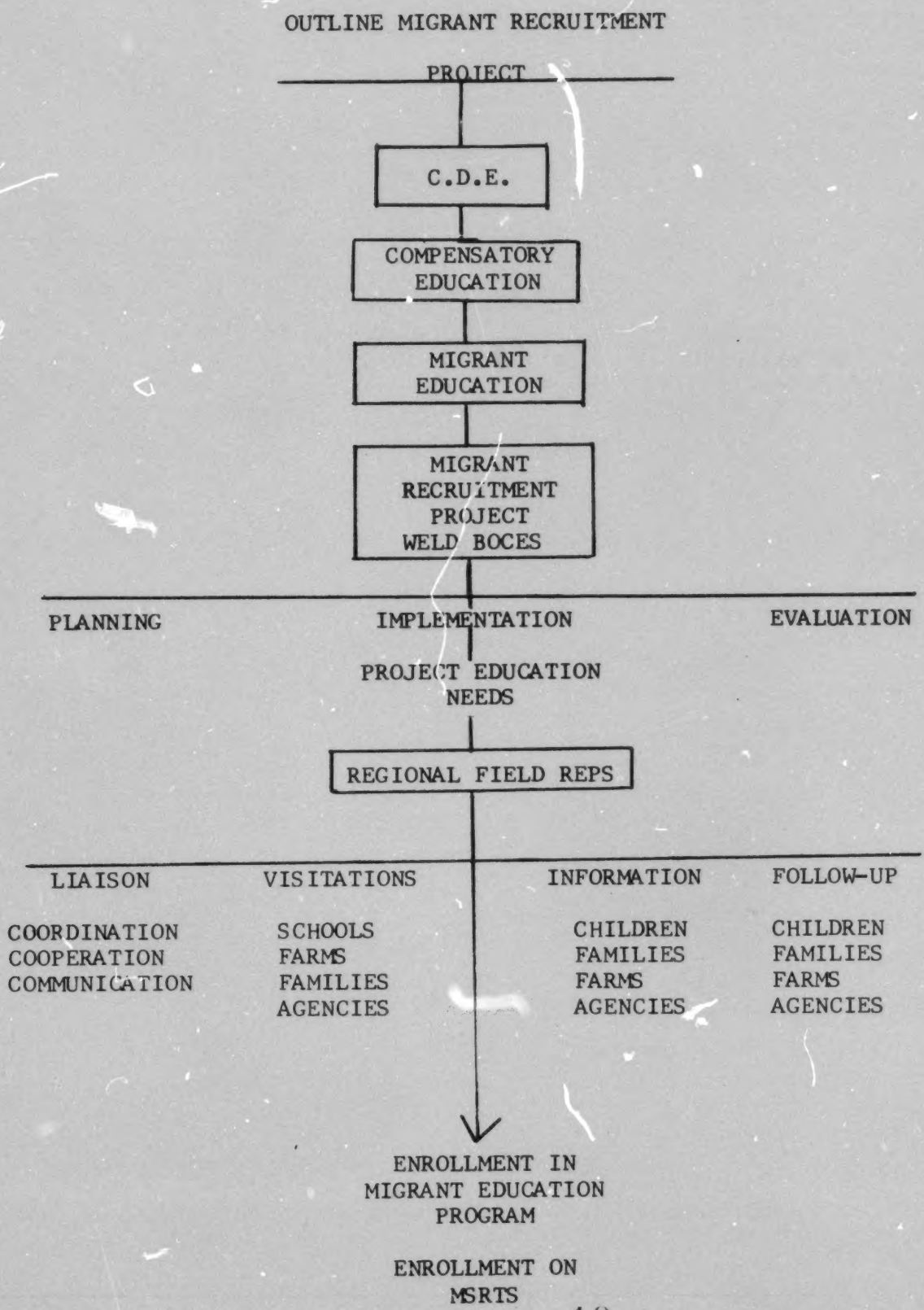
To assure an equal educational opportunity for migratory children, as well as to maintain their educational progression, the Colorado Migrant Education Program has undertaken to identify and enroll all migratory children in the state in educational programs.

In order to accomplish this goal, the Colorado Migrant Child Identification and Recruitment Project (CMCIRP) has been implemented. Funded by Title I, ESEA, Migrant Education, CMCIRP employs regional field representatives to serve the migrant child throughout the state.

Regional field representatives work with all school districts in the state to identify and enroll migratory children in school. Moreover, like family contact representatives employed by school districts sponsoring migrant education, they refer the migrant family to all social service agencies that serve the family. But their primary aim is to ensure that the children secure an education.

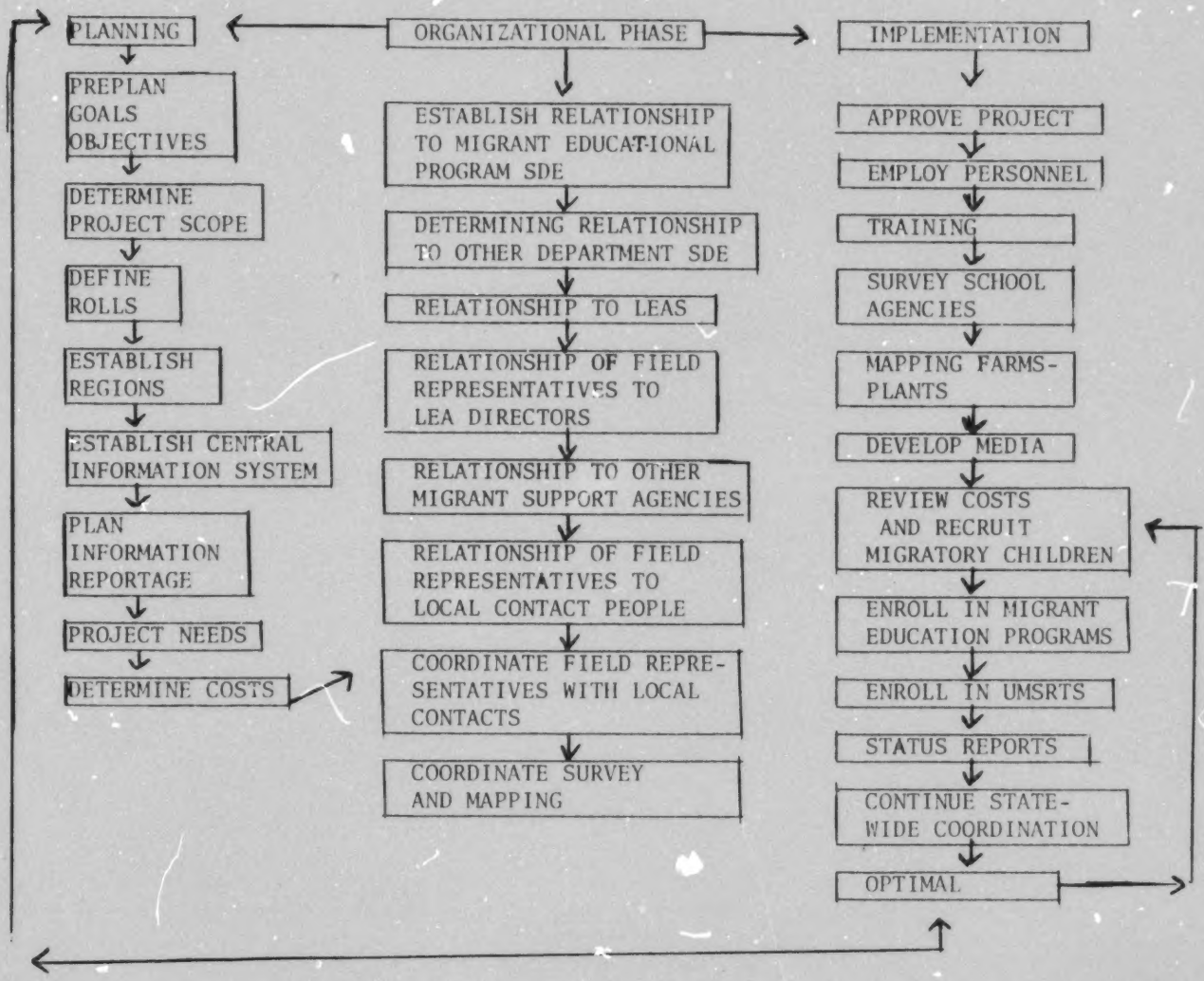
In order to meet the National Goals for Migrant Education, CMCIRP has developed and implemented a systematic management system to identify migrant children who are not currently involved in or attending migrant education classes. Furthermore, the system provides intra and inter-state communications for exchange of information on student movement. This project is designed to assure a complete accountability of migrant students in this state in order to document information regarding the number of the target population and their locations within the state.

The Colorado Migrant Child Identification and Recruitment Project provides services such as identifying those LEAS that need to establish migrant education programs to meet target population needs. This allows the SEA and LEAs to develop planning procedures for the necessary educational programs appropriate in all areas where migrant children are located. Through uniform or systematic procedures in identification and recruitment, migratory children are placed in the state's educational programs. This further guarantees that all migrant children are identified on the Migrant Student Record Transfer System.


OUTLINE MIGRANT RECRUITMENT
PROJECT
C.D.E.
COMPENSATORY EDUCATION
MIGRANT EDUCATION
MIGRANT RECRUITMENT PROJECT WELD BOCES
PLANNING
IMPLEMENTATION
EVALUATION
PROJECT EDUCATION NEEDS
REGIONAL FIELD REPS
LIAISON
VISITATIONS
INFORMATION
FOLLOW-UP
COORDINATION
COOPERATION
COMMUNICATION
SCHOOLS
FARMS
FAMILIES
AGENCIES
CHILDREN
FAMILIES
FARMS
AGENCIES
CHILDREN
FAMILIES
FARMS
AGENCIES
ENROLLMENT IN MIGRANT EDUCATION PROGRAM
ENROLLMENT ON MSRTS

COLORADO MIGRANT CHILD IDENTIFICATION AND RECRUITMENT PROJECT

PLANNING - OPERATION



DIRECTOR MIGRANT EDUCATION RECRUITMENT PROJECT

The director for the migrant education recruitment project is directly responsible to the Supervisor of the Office of Migrant Education, Title I ESEA, Colorado Department of Education. Selection is made by the State Supervisor of Migrant Education and Weld BOCES.

The director has broad responsibilities for planning and designing the recruiter project. This includes a variety of managerial activities; more specifically, with the approval of the State Supervisor of Migrant Education, the project director:

a. Reviews all actions and policies with the State Supervisor of Migrant Education. All actions and policies must be in compliance with State Plan.

b. Develops a State Plan for the recruitment of Migrant children.

c. Develops procedures for implementing the recruitment of Migrant children.

d. Develops policy and procedural methodologies for the project.

e. Develops annual proposal and budget for State Plan.

f. Develops and implements procedures for recruitment accountability and reporting procedures.

g. Develops personal policies including salary schedule and fringe benefits.

h. Hires regional field representatives.

i. Supervises regional field representatives and all staff.

j. Evaluates regional staff on quarterly basis.

k. Identifies inservice training needs.

l. Develops and implements inservice training program.

m. Hires outside consultants, when necessary, to conduct inservice training.

n. Facilitates communication between State Migrant Office and regional field representatives.

o. Facilitates communication between LEA migrant education programs and regional field representatives.

p. Facilitates communication between migrant recruitment project and other state agencies.

q. Facilitates communications between migrant recruitment project and superintendents of LEAs.

r. Maintains contacts with other state recruitment projects.

s. Represents the recruitment staff in all interchanges with the State Migrant Office.

t. Promotes cooperation among all agencies that work with Migrants.

ASSISTANT DIRECTOR: MIGRANT EDUCATION RECRUITMENT PROJECT

The assistant director is directly responsible to the Director of the Migrant Recruitment Project.

The assistant director will work part-time as a regional field representative and part-time in administrative tasks as assigned by the director.

The assistant director will supervise program functions when the director is not available.

SECRETARY

The secretary will be directly responsible to the Director of the Migrant Recruitment Project.

Responsibilities will include clerk, typing, receptionist, organizing and maintaining central office procedures under the supervision of the director.

REGIONAL FIELD REPRESENTATIVE

THE REGIONAL FIELD REPRESENTATIVE IS DIRECTLY RESPONSIBLE TO THE STATE DIRECTOR FOR THE MIGRANT RECRUITMENT PROGRAM. EACH REGIONAL FIELD REPRESENTATIVE MUST ATTEND ALL INSERVICE TRAINING SESSIONS AND BE KNOWLEDGEABLE OF ALL THE REGIONAL FIELD REPRESENTATIVE MATERIALS. EACH REGIONAL FIELD REPRESENTATIVE IS RESPONSIBLE FOR MAINTAINING ACCURATE-UP-TO-DATE INFORMATION ON ALL VISITATIONS, CONTACTS, MEETINGS AND SO FORTH. A WEEKLY SCHEDULE WILL BE COMPLETED AND FORWARDED TO THE STATE DIRECTOR'S OFFICE ON FRIDAY OF EACH WEEK. THIS REPORT MUST DOCUMENT ALL OF THE SPECIFIC ACTIVITIES OF EACH WEEK AND THE ANTICIPATED ACTIVITIES OF THE UPCOMING WEEK.

EACH REGIONAL FIELD REPRESENTATIVE IS RESPONSIBLE FOR BECOMING AN EXPERT IN HIS/HER OWN REGION. HE/SHE WILL ASSIST IN FORWARDING MIGRANT ENROLLMENTS FROM THE FIELD TO THE REGIONAL TERMINAL FOR THE MIGRANT STUDENT RECORD TRANSFER SYSTEM (M.S.R.T.S.). THE REGIONAL FIELD RESPRESENTATIVE SPENDS PART OF EACH WEEK VISITING RANCHES AND FARMS IN THE REGION.

MORE SPECIFICALLY EACH REGIONAL FIELD REPRESENTATIVE WILL FROM TIME TO TIME FUNCTION IN THE AREA OF THE FOLLOWING ACTIVITIES OR TASKS. THE REGIONAL FIELD REPRESENTATIVE:

A. PROVIDES LIAISON BETWEEN MIGRANT FAMILIES AND ALL SOCIAL SERVICES AGENCIES IN HIS REGION.

B. PROVIDES LIAISON BETWEEN MIGRANT FAMILIES AND THE CLASSROOM TEACHER, PRINCIPAL, AND PARAPROFESSIONALS.

C. COORDINATES WITH ALL AGENCIES IN THE REGION TO ASCERTAIN INGRESS, LOCATION AND EGRESS OF MIGRANT FAMILIES.

D. CONTACTS APPROPRIATE COMMUNITY SERVICE AGENCIES IN BEHALF OF MIGRANT CLIENTS WHEN A PARTICULAR NEED EXISTS, I.E. MEDICAL, CLOTHING, FOOD, ETC.

E. ACTIVELY RECRUITS CHILDREN TO ATTEND MIGRANT EDUCATION PROGRAMS.

F. IN CASE OF EMERGENCY, TRANSPORTS CHILDREN TO SCHOOL UNTIL TRANSPORTATION CAN BE ARRANGED.

G. COMPLETES A STUDENT CARD ON EACH CHILD.

H. IDENTIFIES, SEEKS OUT, AND VISITS ALL FARMS WHERE MIGRANTS ARE EMPLOYED.

I. INTERVIEWS ALL FARMERS AND EXPLAINS THE MIGRANT RECRUITMENT SERVICE.

J. COMPLETES A FARM INFORMATION CARD FOR EACH FARM VISITED.

K. WHEN APPROPRIATE, CONTACTS ALL CREW CHIEFS TO INFORM THEM OF THE MIGRANT EDUCATION PROGRAM.

L. SEEKS OUT AND VISITS ALL MIGRANT FAMILIES IN THE REGION.

M. COMPLETES A FAMILY QUESTIONNAIRE WITH APPROPRIATE INFORMATION.

N. ENROLLS EACH CHILD ON THE MIGRANT STUDENT RECORD TRANSFER SYSTEM (M.S.R.T.S.).

O. ENROLLS EACH CHILD IN A MIGRANT EDUCATION PROGRAM IN THE APPROPRIATE COMMUNITY.

P. VISITS EACH SCHOOL IN THE REGION DURING THE WINTER TO IDENTIFY MIGRANT STUDENTS AND ENROLL THEM IN THE M.S.R.T.S.

Q. MAINTAINS CONSTANT CONTACT WITH THE MIGRANT FAMILY TO INSURE THE CHILD'S ATTENDANCE AT SCHOOL.

R. IF A FAMILY MOVES TO ANOTHER REGION IN THE STATE, CONTACTS APPROPRIATE REGIONAL FIELD REPRESENTATIVE AND PROVIDES PERTINENT AND NECESSARY INFORMATION TO FACILITATE THE CHILD'S ENROLLMENT IN THE OTHER REGION.

S. IF THE FAMILY MOVES TO ANOTHER STATE, MAKES APPROPRIATE INFORMATION AVAILABLE TO THE STATE DIRECTOR SO THIS INFORMATION CAN BE FORWARDED TO OTHER STATES.

T. ATTENDS A STATE MEETING ONCE PER MONTH. THESE MEETINGS WILL BE HELD IN DIFFERENT REGIONS IN THE STATE.

U. ATTENDS ALL INSERVICE TRAINING MEETINGS.

V. SURVEYS AND MAPS RANCHES, FARMS, HOUSING, CROPS, EMPLOYERS, AGENCIES AND NUMBERS OF CHILDREN IN ASSIGNED REGION.

W. IS RESPONSIBLE FOR MAINTAININING PROPER RECORDS AND INFORMATION AS IT RELATES TO THE JOB TASKS AND ACTIVITIES.

X. MAINTAINS MATRICES ON CROPS GROWN AND LABOR EMPLOYED IN ASSIGNED REGION.

Y. ASSISTS OTHER FIELD REPRESENTATIVES IN SURVEYING SCHOOL DISTRICTS.

Z. PRESENTS INFORMATION ON CMCIRP TO THE PUBLIC AT LARGE, AND CARRIES OUT OTHER DUTIES AS ASSIGNED BY CMCIRP DIRECTOR.

NON-CERTIFIED PERSONNEL

I. Employment:

A. Applications. All applications for non-certified employment in the Weld BOCES shall be made in person to the BOCES Director.

B. Appointment. All nominations for non-certified personnel shall be made to the Cooperative Board by the Director after he has reviewed all applicants.

C. Contracts. Contracts for non-certified personnel will be on 10,11,12 month basis and will be renewable and negotiable at the end of the contract period.

D. Hours. All office personnel will work an 8-hour day, lunch hour excluded. The normal work-day will be from 8:00 A.M. to 5:00 P.M. The employes who are asked to work more than their regular 40-hour week will be given corresponding release time to compensate. There will be no overtime pay.

E. Vacation Time. Personnel on a 10-month contract shall receive no vacation time. Personnel on an 11-month contract shall be entitled to one week's paid vacation. Personnel on a 12-month contract shall be entitled to two weeks' paid vacation. Vacation time is not to be accrued, nor can an employe elect to be paid double-time rather than take the vacation.

F. Holidays. Legal holidays for the office personnel will conform with the school calendar; however, secretaries are expected to be in attendance whenever the administrative staff is working. The following holidays will be given off without exception: December 31-January 1, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving and the following Friday, December 24-25. If any of these holidays should fall on a weekend, the preceding Friday shall be taken as the holiday.

G. Sick Leave. All full-time office personnel of Weld BOCES shall be entitled to sick leave as follows:

1. Annual sick leave of ten days after one month's employment with one day per month thereafter accumulative to 60 days.

   The Board reserves the right to require certification of illness by a physician at any time sick leave is used when such illness exceeds 5 days.

2. Absences will be allowable but charged to sick leave for critical illness or deaths in the employes or spouse's immediate family or attendance at funerals.

H. Personal Leave. One day's absence for personal business leave per year is allowed each employe on regular contract. Personal leave is chargeable to sick leave and is not accumulative. Days immediately preceding or following vacation periods are not usable for personal leave.

I. Salaries. Salaries for secretarial personnel will be reviewed at time of contract negotiations. All increases will be based on merit and proven ability. The following salaries represent starting salaries for those personnel decreed qualified by the BOCES Director, but they may be negotiated upward or downward, depending on qualifications of applicant.

J. Transfer and Promotion: The Director shall have the power to transfer any employe from one position to another, providing such employe is eligible for the position to which the transfer is made. Any employe shall have the right to request a transfer, which shall be made in writing to the Director.

   Promotions in rank or in salary shall be based upon training, types and extent of experience, in accordance with salary schedules formulated for the BOCES.

K. Benefits. If the office personnel desire to do so, they may join the State Secretary's Association, through which they may participate in the health benefits, life insurance, etc.

L. **Resignations.** Any employe desiring to resign during the contract term shall submit to the Director notice, in writing, two weeks in advance of final day of employment.

M. Dismissal. Dismissal of any employe of the BOCES shall be by the Cooperative Board upon the recommendation of the Director. Except in extreme cases, two weeks' notice must be given.

N. Cancellation of Contract. Before recommending the dismissal of an employe, the Director of the Weld BOCES should have informed the employe of his deficiencies, offered him all possible professional assistance in their correction, and given him a reasonable period of time in which to remedy them.

II. PERA:

A. All full-time and some part-time employes of Weld BOCES must belong to PERA. This a payroll deduction of seven percent deducted from employes salary and matched by BOCES funds. Additionally, a $5.00 membership fee will be deducted from each employe's initial pay check.

B. All contributions paid by the employe remain to his or her individual credit and are refunded if and when the employe leaves the public school service in the State of Colorado.

CONFLICT OF INTEREST

Employes are required to work a forty-hour week. Given this condition, employes are responsible for full-time employment. For an employe to hold down another job at the same time, shall be considered conflict of interest.

PROBATION

Should an employe be found to engage in several or repeated violations of policies and procedures, the director may find it necessary to place that employe on probation for the remainder of her or his contract year.

Should the employe believe the probation to be unwarranted, she or he may appeal to Weld BOCES director and the Cooperative Board. They, in turn, can decide whether probation is warranted.

VEHICLE USAGE

Since personnel must rely upon personal vehicles for job performance, during working hours only authorized school or agency personnel as well as migrant parents and children are to be conveyed.

REGIONAL - SEASONAL FIELD REPRESENTATIVES

Direct supervision of seasonal field representatives rests with regional field representatives (RFRs). Overall, supervision rests with director and assistant director of CMCIRP.

It is important to keep above surveying strategy at hand for ready reference when individuals inquire about seasonal field representative positions. Latter applicants will have to be apprised of what regions by county they will be required to survey under Regional Field Representative supervision, when interviews are conducted.

Seasonal field reps, like regional field reps, will be required to submit reports weekly. Daily logs, weekly schedules, etc. from seasonal field reps will be submitted each Friday to regional field reps. In turn, copies of these reports will be mailed to Central Office.

Office space for seasonal field reps: Since territory to be covered is so extensive, seasonal field reps will not need new housing agreements. Rather, regional field rep offices will serve as bases of operation for seasonal field reps.

Regional field reps will be required to maintain supervisory reports on SFRs.

PROFESSIONALISM

Since Project inception, cardinal principles to be abided by have included maintenance of composure and non-criticism of individuals and agencies or schools which employ them. Furthermore, and in view of the regionalized nature of CMCIRP, it becomes all too easy to make a decision on one's own which possibly could backfire and result in reprecussions. When in doubt: Never hesitate to call CMCIRP Central Office to discuss a possible course of action. CMCIRP Director and Assistant Director will gladly assist however possible in arriving at field decisions. An important decision made independently by a field representative, be it related to a child, family, school, agency, or farm without consultation with CMCIRP Central Office, could effect the entire Project, possibly adversely.

CMCIRP is the pilot project for Identification and Recruitment Programs in the West. The example its personnel sets should, in all cases, be exemplary.

It is crucially incumbent upon all CMCIRP personnel to adhere to professional standards that can but reflect favorably on CMCIRP.

As in any employment or professional situation where ethics, policies and procedures are involved, Colorado Migrant Child Identification and Recruitment Project (CMCIRP) personnel are responsible for adhering to professional ethics.

Any CMCIRP personnel selected to provide technical assistance to other States undertaking Migrant Child Identification and Recruitment Programs must realize they represent the State of Colorado at all times. Therefore, instate or out-of-state, conduct of personnel must be of the highest caliber. Refer to Number III of May 3, 1974 Policy Directive for an application of principle involved, there as here, for breach of professional standards.

Ethically CMCIRP personnel are responsible for maintaining a professional standard wherein any problem or complaint must be kept in-house. Failure to abide by this would be considered a serious breach of CMCIRP ethics and could subject an employe to dismissal.

PROFESSIONALISM

The same principle applies should a regional field representative find it necessary to have a particular problem or complaint resolved. Arrange a meeting with the Director of CMCIRP in order to seek an amicable resolution to the situation.

Should a seasonal field representative find cause to have a particular problem or complaint, this should be handled by the regional field representative. Should the latter be unable to arrive at a satisfactory solution, then the seasonal field representative should request to meet with the Director of CMCIRP in order to arrive at a satisfactory solution. All such situations, naturally, remain in strictest confidence.

FORMS

Daily Logs-All field personnel are required to submit weekly daily logs and weekly schedules. In order to enable field personnel to fulfill this managerial policy, Friday p.m. has been scheduled for all field representatives to complete their reports. These reports must be mailed each Friday p.m. to CMCIRP Central Office. It is vital that these reports, as well as mileage forms and receipts, be received the following Monday a.m. at Central Office for efficient processing. Daily logs at top have space for time. In that slot, please put due time spent for the particular activity you describe. For example, you could put 11:00 to 12:15p.m. This will aid to document an 8-hour day. At the bottom of daily logs, you can put the amount of time spent in going to and from the particular location listed.

Weekly Reports or Schedules-Your weekly schedule must include information on contact people, agencies, etc. In addition include purpose. Please make certain to fill out this information. Pursuant to CMCIRP Policy Directive dated April 8, 1974, i.e., No. 5, field representatives must notify Central Office of "circumstances which preclude carrying out assigned duties." Hence any changes in schedules must be approved by CMCIRP Director. Always confirm schedules with Director at the Central Office. Also referring to No. 5, a change in schedule can entail a change in travel. Such authorization for change in travel must come from CMCIRP Central Office, from the Director. Due to geographic limitations and the very nature of CMCIRP's regional offices being located as they are, it is necessary that each regional field representative clear his/her weekly schedule; either on Friday afternoon or the following Monday morning. Such clearance, of course, must come from CMCIRP Director, Central Office. No field representative will be allowed to perform such field work unless schedule clearance is obtained. Please submit via the mail, each Friday p.m., copies of both forms-daily and weekly to this office.

Dress Standards-With schools in session, note that CMCIRP abides by dress standards deemed expedient to Project success. In visiting schools and agencies, business dress is necessary. In the field, when contacting farmers, ranchers, and of course the migrant family, casual clothing is the logical standard. In dealing with such different clienteles, experience has shown, as demonstrated in New Jersey, that such dress standards are a positive approach to CMCIRP's statewide effort.

Again suitable dress attire is necessary for Project work.

NON-SCHOOL ATTENDANCE- this form includes name, address and age of child along with father's occupation and reason for child not attending school.

SCHOOL DISTRICT MIGRANT CHILD SURVEY- states mainly name, age and grade of child. The main purpose of this form is classification of child.

COUNTY PROFILE by SCHOOL DISTRICT- when completed informs the field representatives how many migratory workers are employed on agriculturally related farms and industries. It lists crops grown and seasons grown. Names of schools in that district which migratory children can attend. States classification of children throughout the year.

FARM VISITATION- lists name and address of farm visited. Name of foreman, crew leader or farm owner to which field representative spoke to.

DAILY LOGS- includes places visited that day and information concerning those places.

WEEKLY WORK SCHEDULE- is used to inform director of activities planned for upcoming week.

LIST OF MIGRANT SERVICES and/or AGENCIES- lists those services and agencies who serve the migrants.

REGIONAL MIGRANT SERVICES- lists the agency visited and what specific services they provide for migrants and if there is bilingual personnel employed there.

MILEAGE SHEETS- designed to indicate exact amount of traveling done by field representatives for each working day. Mileage must be recorded from the odometer and totaled at the end of each page.

LONG DISTANCE TELEPHONE CALL LOG SHEET- each long distance call is recorded on this sheet with name of person and place called and date call was made. Purpose of call must be recorded.

STAFF EVALUATION- is designed so that each field representative can be evaluated on his performance; this gives him/her the opportunity to find where he/she needs improvement.

STUDENT CARD-general background information on child and family. This card is filed for further reference to enable CMCIRP to document each child identified and recruited.

FARM INFORMATION CARD-general information on farms that employ agricultural workers and locations of such farms.

ENGLISH and SPANISH - these forms will help determine the number of children of migratory agricultural workers in each school district. It is done in English and Spanish to help those parents who are monolingual

AUTHORIZATION for ENROLLMENT- with parent signature this form authorizes the field representative to enroll each child on the Migrant Record Student Record Transfer System (MSRTS).

SUPPLEMENTARY SHEET- this form with parent signature indicates that the Migrant Student Record Transfer System (MSRTS) has been explained to them by the field representative.

ACTION FORM- follows the family if they move from one district to another district or from one county to another county, the field representative will send the action form to the area in which the family is moving to the field representative in that area showing what kind of help they need; also, to identify the children as rapidly as possible.

MONTHLY STATUS REPORT-at the end of each month these forms are turned in to the main office to show what progress has been made in each area.

COLORADO MIGRANT CHILD IDENTIFICATION AND RECRUITMENT PROJECT

NON SCHOOL ATTENDANCE Field Rep _____

For period covering
weeks of _____

Below indicate those migratory children identified (within our definitions) as school-age but not attending school. Confine survey to K-17 (to age 21 for migrants who have not completed high school). Specify reason for nonattendance in far right column. Submit by mail Friday p.m. every two weeks to CMCIRP Central Office.

Name	Address	Age	Father's present occupation	Reason

Form A-2
CMCIRP

COLORADO MIGRANT CHILD IDENTIFICATION AND RECRUITMENT PROJECT

SCHOOL DISTRICT MIGRANT
CHILD SURVEY

Field Rep _____

For period covering
weeks of _____

For each school visited by the regional field representative, below please supply the name-age-grade-length of residence in district-address-parent or guardian's name and classification (inter, intra or 5 year) for each child classified as migrant. Submit by mail Friday p.m. every two weeks to Central Office.

SCHOOL _____ SCHOOL DISTRICT _____

Name	Age	Grade	Length of Residence	Address	Parent or Guardian	Classification

COLORADO MIGRANT CHILD IDENTIFICATION AND RECRUITMENT PROJECT

County Profile by School District

Field Rep _____
Date _____
County _____

Name of School District _____

Number of Farms employing Agricultural Workers _____

Number of Migratory workers employed _____

List of Crops Grown	Seasons Grown

Companies which contract migrant labor	Acreage	No. of Migrants Employed

Agriculturally related industries	Number of Migrant workers employed

Crew leaders - names - addresses	Number of Migrant families employed

FORM - A-6
CMCIRP

County Profile by School District

District schools migrant children can attend:

_____
_____
_____
_____
_____
_____
_____
_____

Number of migratory children in each district: throughout the year

Inter-state	Intra-state	5 year migrants
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of migratory children in each district: April thru September

Inter-state	Intra-state	5 year migrants
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

FORM A-6
CMCIRP

COLORADO MIGRANT CHILD IDENTIFICATION AND RECRUITMENT PROJECT

FARM VISITATION

FIELD REP _____

DATE _____

_____ COUNTY _____ CITY/TOWN _____

Field Rep's name _____

NAME OF FARM VISITED _____

FARM ADDRESS _____

NAME OF PERSON YOU SPOKE WITH _____

REMARKS: _____

_____

_____

_____

_____ This farm was already listed on a farm card.

_____ This is a new listing, and I have made a farm card out for this farm.

_____ This farm does have migrant children housed here.

_____ This farm does not have children presently, but it is expecting families with children later in the season.

_____ This farm does not have children and does not expect to have them.

_____ A return visit will be necessary later in the season.

Please submit to Central Project Office by mail every Friday p.m.

A-7
CMCIRP

COLORADO MIGRANT CHILD IDENTIFICATION AND RECRUITMENT PROJECT

DAILY LOG

Name:_____

Date:_____

Time Spent To:_____ From:_____

The field representative will complete the following data for each and all of his/her activities for each day of the week and each individual, agency, school, etc. that is visited or contacted.

County:_____ City/Town:_____

Name of agency or family visited:_____

_____

_____

Contact Person:_____

Title:_____

Telephone:_____

Address:_____

_____

_____

Zip Code

A-8
CMCIRP

COLORADO MIGRANT CHILD IDENTIFICATION AND RECRUITMENT PROJECT

NAME _____

WEEK OF _____

PLEASE COMPLETE A OR B BELOW

WEEKLY WORK SCHEDULE

A. OFFICE ALL WEEK _____

B. DATE/HOURS	OFFICE OR PLACE TO BE VISITED	INDIVIDUAL TO BE VISITED-PHONE NO.	PURPOSE OF VISIT
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

A-9
CMCIRP

FIELD REP._____ COUNTY_____

LIST OF MIGRANT SERVICES

SCH. DISTRICT_____

AND/OR AGENCIES

AGENCY-SERVICE	ADDRESS	PHONE

REGIONAL MIGRANT SERVICES

COLORADO MIGRANT CHILD
IDENTIFICATION AND RECRUITMENT
PROJECT - WELD BOCES

TITLE I ESEA
MIGRANT EDUCATION

FIELD REP:_____ DATE:_____

AGENCY:_____ PHONE:_____

ADDRESS:_____ CITY:_____

NAME OF DIRECTOR:_____ PHONE:_____

CONTACT PERSON:_____ PHONE:_____

SERVICES PROVIDED:

_____

_____

_____

_____

_____

SPANISH SPEAKING PERSONNEL: Yes_____ No_____
Name(s)

NAVAJO SPEAKING PERSONNEL: Yes_____ No_____
Name(s)

NAME: _____

LICENSE PLATE NO: _____

BEGINNING MILEAGE: _____

ENDING MILEAGE: _____

YEAR	LEAVE		ARRIVE							
	PLACE	METER READING	PLACE	METER READING	MILES TRAVELED	COST	PARKING	LODGING	MEAL	TOTAL
					TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	GRAND TOTAL

A-13 CMCIRP

37

LONG DISTANCE TELEPHONE CALL LOG SHEET

_____ (Name)

_____ (Month) (Year)

Date	BOCES Office Line Number	Number Called	City Called	Call Description	Call By

A-14
CMCIRP

Log sheet must be turned in to BOCES Bookkeeping Dept. on first working day of each month.

COLORADO MIGRANT CHILD IDENTIFICATION AND RECRUITMENT PROJECT
19

EVALUATOR_____
DATE_____
EMPLOYEE EVALUATED_____

Not Observable	Excellent	Very Good	Good	Fair	Poor	STAFF EVALUATIONS
						Knowledge of Project
						Courtesy
						Punctuality
						Working relationship between RFR and SFR
						Accuracy of mileage sheets
						Extensiveness of daily logs
						Extensiveness of weekly reports
						Rapport with agencies
						Rapport with school personnel
						Personal Initiative
						Knowledge of Project forms
						Quality of work
						Promptness in keeping appointments
						Daily attendance (illness, absent, late)
						Appearance-neatness
						Ability to communicate with Farmers
						Ability to communicate with Migrants
						Commitment-Dedication to Migrant children
						Ability to maintain composure
						Follow-up efficiency

STAFF EVALUATIONS

Not Observable	Excellent	Very Good	Good	Fair	Poor	STAFF EVALUATIONS
						Commitment to Project Goals
						Knowledge of Region
						Use of Spanish (Navajo where applicable)
						Neatness of files
						Rapport with office personnel
						Professional Conduct-Overall
						Compliance with CMCIRP Ethics Directive
						Compliance with Directives from Central Office
						Promptness in submitting reports to Central Office
						Extent of farm-ranch visitations

FIELD REP._____

DATE_____

STUDENT CARD

NAME_____ SEX_____

BIRTHDATE_____ BIRTHPLACE_____

PRESENT ADDRESS_____ FARM_____

COUNTY_____ PHONE_____

HOW LONG HAS STUDENT LIVED AT PRESENT ADDRESS_____

PREVIOUS ADDRESS_____ (2)_____

PRESENT SCHOOL_____ DATE ENROLLED_____

FATHER'S NAME (OR GUARDIAN)_____ OCCUPATION_____

MOTHER'S NAME (OR GUARDIAN)_____ OCCUPATION_____

NUMBER OF CHILDREN IN FAMILY_____ AGES_____

MEDICARE NUMBER_____ SOCIAL SECURITY NUMBER_____

COMMENTS:_____

(ON BACK LIST NAMES, SEX AND AGES OF OTHER CHILDREN IN THE FAMILY)

back of student card

OTHER CHILDREN IN THE FAMILY

NAME:	SEX:	AGE:

FARM INFORMATION CARD

FIELD REPRESENTATIVE:_____

DATE:_____

FARMER:_____ COUNTY:_____ TOWN:_____

ADDRESS:_____ PHONE:_____

TYPE OF MIGRANT WORKERS ON FARM:

FAMILIES_____ SINGLE MALES_____ SPANISH SPEAKING_____

WHERE ARE FAMILIES LIVING?_____

_____

DIRECTION TO FARM FROM NEAREST HIGHWAY:_____

_____

_____

LOCATION OF FAMILIES IF NOT LIVING AT FARM:_____

_____

_____

* RECORD VISITS ON REVERSE SIDE OF CARD.

COLORADO MIGRANT CHILD IDENTIFICATION AND RECRUITMENT PROJECT (CMCIRP)

DATE_____

Dr. George L. Archuleta
Director
Weld BOCES
Box 578 Phone 284-5572

Dear Parent,

The Colorado Migrant Child Identification and Recruitment Project, funded by the Migrant Education Program, Colorado Department of Education, is conducting a survey to determine the number of youngsters in each school system whose parents are presently doing farm work or who have done farm work at any time during the past five years.

If the above does apply to you, please complete the questions below.
If it does not apply to you, just fill in the space marked "Child's Name."
In either case please be sure to have your child return the form to his teacher as soon as possible.

Thank you for your cooperation in this very important matter.

Attentively,

George L. Archuleta,
Director, CMCIRP

PARENT'S NAME_____
CHILD'S NAME_____
CHILD'S PLACE OF BIRTH_____
HOME ADDRESS_____ AGE_____
COUNTY_____
HOW LONG HAVE YOU LIVED AT THIS ADDRESS?_____
PREVIOUS ADDRESS_____

OTHER CHILDREN IN YOUR FAMILY:	COUNTY NAMES	STATE AGES
	_____	_____
	_____	_____
	_____	_____

NAME OF SCHOOL WHICH YOUR CHILD IS ATTENDING_____
SCHOOL ADDRESS_____ COUNTY_____
FATHER'S PRESENT OCCUPATION_____ PREVIOUS_____
MOTHER'S PRESENT OCCUPATION_____ PREVIOUS_____
NAME OF FARM YOU ARE PRESENTLY WORKING ON_____
ADDRESS OF FARM_____
STREET CITY COUNTY STATE
NAME OF FARM YOU PLAN TO WORK ON DURING THE MONTHS OF JUNE, JULY AND AUGUST_____
ADDRESS_____

A-4
CMCIRP

COLORADO MIGRANT CHILD IDENTIFICATION AND RECRUITMENT PROJECT
(CMCIRP)

FECHA_____

DR. GEORGE ARCHULETA
DIRECTOR, CMCIRP
Weld BOCES
Box 578 Phone 284-5572
La Salle, Colorado 80645

ESTIMADOS PADRES:

EL PROYECTO DE IDENTIFICACIÓN Y RECLUTAMIENTO DE NIÑOS MIGRATORIOS DE COLORADO, FOMENTADO POR EL PROGRAMA MIGRATORIO DE EDUCACIÓN DEL DEPARTAMENTO DEL ESTADO DE COLORADO, ESTÁ LLEVANDO A CABO UN RECONOCIMIENTO PARA DETERMINAR EL NÚMERO DE NIÑOS EN LAS ESCUELAS PÚBLICAS DEL ESTADO DE COLORADO CUYOS PADRES ESTAN TRABAJANDO ACTUALMENTE EN RANCHOS, O HAN TRABAJADO DURANTE LOS ÚLTIMOS CINCO AÑOS COMO AGRICULTORES.

SI ESTA INFORMACIÓN SE APLICA A USTED FAVOR DE LLENAR EL CUESTIONARIO SIGUIENTE.

SI ESTA INFORMACIÓN NO SE APLICA A USTED SOLAMENTE LLENE EL ESPACIO EN BLANCO QUE DICE "NOMBRE DEL NIÑO."

MUCHÍSIMAS GRACIAS POR SU COOPERACIÓN.

ATENTAMENTE,

GEORGE L. ARCHULETA
DIRECTOR, CMCIRP

NOMBRE DEL PADRE _____

NOMBRE DEL NIÑO_____EDAD_____

LUGAR DE NACIMIENTO DEL NIÑO_____

DIRECCIÓN_____CONDADO:_____

¿CUANTOS AÑOS LLEVA USTED VIVIENDO EN ESTA DIRECCIÓN?_____
DIRECCIÓN ANTERIOR_____CONADO:_____

OTROS NIÑOS EN LA FAMILIA	NOMBRES	EDADES
	_____	_____
	_____	_____
	_____	_____

NOMBRE DE LA ESCUELA DONDE ASISTE SU HIJO_____
¿CUANTO TIEMPO HA ASISTIDO SU HIJO A ESTA ESCUELA?_____
DIRECCIÓN_____
OCUPACIÓN DEL PADRE_____
OCUPACIÓN ANTERIOR_____
OCUPACIÓN DE LA MADRE_____
OCUPACIÓN ANTERIOR_____
NOMBRE DEL RANCHO DONDE UD. TRABAJA ACTUALMENTE_____
DIRECCIÓN_____
NOMBRE SI USTED PLEANEA TRABAJAR DURANTE LOS PRÓXIMOS MESES DE JUNIO, JULIO. Y AGOSTO DIRECCIÓN:

COLORADO DEPARTMENT OF EDUCATION
COMPENSATORY EDUCATION SERVICES

MIGRANT EDUCATION PROGRAM
TITLE I ESEA

APPLICATION/AUTHORIZATION FOR ENROLLMENT
IN THE MIGRANT EDUCATION PROGRAM

I APPLICATION

NAME: _____ / _____ / _____ F ___ M (circle one) _____
Last First Middle Sex

BIRTHDATE: _____ / _____ / _____ BIRTHPLACE: _____
Mo. Day Yr.

_____ / _____ / _____ / _____
School Attended (Most Recent) City State Withdrawal: Mo. Day Yr.

Did Child Attend Migrant School Before? ☐ yes ☐ no

Where? _____

When? _____

FAMILY HOMEBASE ADDRESS: _____ / _____
Zip

PRESENT ADDRESS: _____ / _____ / _____
Street or Route City Zip

Where Will Family Return to at End of Work Season?

_____ / _____ / _____
City State Zip

How Long Has Family Resided in This School District? _____

FATHER'S NAME _____ / _____
Last First

OCCUPATION: _____ Harvesting (hand) _____ Harvesting (Machine)
_____ Equipment Operator _____ Land Cultivation
_____ Other (Specify) _____

MOTHER'S NAME _____ OCCUPATION, IF EMPLOYED _____
(Specify) _____

_____ / _____
Current Parent (Child Not Living With Legal Parent) Last Name First Name

I give my consent for whatever medical and dental examinations, and treatment; immunization; and emergency care necessary for protecting the health of my child.
I give my permission that my child take part in all school and extra-school activities, including fieldtrips.

_____
Signature of Parent or Legally Responsible Person

VERIFICATION

_____ Birth Certificate
_____ Documentation
_____ Other (Specify)
_____
_____ None

HEALTH HISTORY

1. Allergies (ie, penicillin)
_____
_____

2. Serious Chronic (ie, heart disease)
_____

3. Current Medication
_____
_____

4. Shots: DPT OPV
No. _____ _____
Date of Last One ___/___ ___/___
Mo. Yr. Mo. Yr.
Other: _____
_____

5. Health Problems in Family?
_____
_____

II AUTHORIZATION

SCHOOL: _____ ADDRESS: _____ / _____
Zip

I.D. CODE: _____ LENGTH OF SCHOOL TERM: _____ Days; ENROLLMENT DATE: ___/___/___
Mo. Day Yr.

In agreement withthe definitions on the last page (back side) of this form, I consent to the enrollment in the Migrant Education Program of the student named in the Application above. The student is eligible under the category checked:

_____ INTERSTATE MIGRANT _____ INTRASTATE MIGRANT _____ 5-Year Eligibility

_____ / ___/___/___
Signature of School Official Date

CDE 145 - REV. 9-1974 10M

SUPPLEMENTARY PAGE

APPLICATION/AUTHORIZATION FOR ENROLLMENT

In The Migrant Education Program

The Migrant Student Record has been explained to me, and the reason such information is being collected on my child. I understand it will be available for me to see at my request and I may question the correctness or appropriateness of any of the items on the record.

_____

Signature of Parent or Legally Responsible Person

FIELD REP._____

DATE:_____

COLORADO MIGRANT CHILD IDENTIFICATION AND RECRUITMENT PROJECT

ACTION FORM

NAME OF FAMILY:_____

NO. IN FAMILY:_____ NO. OF SCHOOL AGE:_____

CHILDREN ARE: INTER_____ INTRA_____

DESTINATION:_____

_____

NAME OF MIGRANT FIELD REPRESENTATIVE IN REGION OF DESTINATION:

_____

(please refer family to family contact representative if one is employed in the school district the family has moved to.)

PLACE OF DEPARTURE:_____ DATE OF DEPARTURE_____

NAME OF REFERRING FIELD REPRESENTATIVE:_____

_____

NEED HELP WITH:

FOOD:_____ HOUSING:_____

CLOTHING:_____ LEGAL:_____

MEDICAL:_____ OTHER:_____

_____ _____

_____ _____

CONTACT FAMILY AT -- ADDRESS:_____

_____

TELEPHONE:_____

ASSIGNED OR POTENTIAL EMPLOYER:_____

ADDRESS:_____

_____

COLORADO MIGRANT CHILD IDENTIFICATION AND RECRUITMENT PROJECT (CMCIRP)

MONTHLY STATUS REPORT*

REGIONS
WESTERN SLOPE
SOUTH-CENTRAL (PUEBLO,
ARKANSAS VALLEY AND SOUTHEAST)
NORTHEAST
SAN LUIS VALLEY
NORTHERN

DATE _____
FIELD REP. _____
REGION _____

____ 1. Number of farms you visited this month to identify migratory labor employers?

A. Are these visits recorded on your farm cards?
Yes_____ No_____ If no, please explain.

B. On farm visitation forms?
Yes_____ No_____ If no, please explain.

2. Specify the school districts in which those farms are located.

____ 3. Number of ranches you visited this month to identify employers of migratory labor.

A. Are these ranches recorded on farm cards?
Yes_____ No_____ If no, please explain.

4. Specify the school districts in which those ranches are located.

5. Below, provide the data specified for each school district you surveyed this month. (Do not include non-attending children and youth.)

ATTENDANCE OF MIGRANT STUDENTS*

SCHOOL DISTRICT	NO. OF INTERSTATE CHILDREN	NO. OF INTRASTATE CHILDREN	5-YEAR

MONTHLY STATUS REPORT

5. Below, provide new children identified.

SCHOOL DISTRICT	NO. OF INTERSTATE CHILDREN	NO. OF INTRASTATE	5-YEAR

*Are all students enrolled in MSRTS? Yes____ No____ if no, please explain

_____ 6. Did you enroll all the children listed in No. 5 on MSRTS?
Yes____ No. ____ If no, please explain.

7. Below, indicate numbers of migratory children you identified and referred to a family contact representative (FCR) in a school district that sponsors a migrant education program.

SCHOOL DISTRICT	INTERSTATE	INTRASTATE	5-YEAR	NAME OF FCR TO WHOM REFERRED

8. To your knowledge, were the children whom you referred to the family contact representative enrolled on MSRTS?
Yes____ No.____ If no, please explain why not.

9. Below, by school districts in your region, give numbers of new children identified by the school district family contact representatives this month. You must secure this data from them.
Enrolled on MSRTS? Yes____ No.____ If no, please explain.

SCHOOL DISTRICT	NO.OF INTERSTATE CHILDREN	NO.OF INTRASTATE CHILDREN	5-YEAR

MONTHLY STATUS REPORT

10. Below, by school districts in your region, provide the numbers of categorized migratory children you identified jointly with family contact representatives.

SCHOOL DISTRICT	NO. OF INTERSTATE	NO. OF INTRASTATE	5-YEAR

11. Below, cite visitations (if any) you conducted with a family contact representative. Describe nature of visitations.

12. Below, provide the information requested for each school district in your region. Most of this data must be secured from school district family contact representative.

SCHOOL DISTRICT	NO.OF MIGRANT WORKERS	NO.OF MIGRANT FAMILIES	NO.OF CHILDREN INTER.	INTRA.	5-YR.	CURRENT AGRI CULTURALACT.

13. Below, provide the information requested for number of visits.

NUMBER OF VISITATIONS TO AGENCIES AND SCHOOLS						
SCHOOLS	HEALTH	FOOD STAMPS	WELFARE	EMPLOYMENT	LEGAL	OTHER
NO.	NO.	NO.	NO.	NO.	NO.	NO.

MONTHLY STATUS REPORT

14. Number of visitations you made this month to migrant family living quarters, Documented? Yes____ No.____ How documented?

15. How many agriculturally related employers did you contact this month? Do you have documentation on visits. Yes____No____ If no please explain.

*This report will better assist Colorado Migrant Education Program to work with the school districts in projection and planning of programs for migratory children.. Accuracy is highly necessary.

Deadline for submission by mail to CMEIRP Central Office is one full week before the end of each month. This deadline is an absolute neccessity.

PROCEDURES

During working hours, as part of your office routine, make certain that the secretary at your BOCS office knows where you can be contacted. It is highly important that the Project Central Office, as well as other individuals, knows your whereabouts.

Friday afternoons have been set aside for paper work. Friday mornings should be spent in the field. When necessary, seek to complete office work during the day, other than Friday a.m. It is very important that Regional Field Representatives and Seasonal Field Representatives mail in Friday p.m. logs, schedules, profiles, etc. Unless this is done a backlog is created.

Annual leave: two weeks a year on a twelve month contract. No accrual.

Sick leave will follow the procedures established by the BOCES Board Policies. Office personnel shall be governed by the following, this includes the Regional Field Representatives.

Non-Certified Personnel:	Yearly	Accumulative
10 month employees	10 days	60 days
11 month employees	11 days	66 days
12 month employees	12 days	72 days

Submit odometer reading mileage forms weekly, along with daily logs and weekly work schedules.

Leave Taken

Leave policy for CMCIRP personnel is in accordance with WELD BOCES procedures and regulations.

Any leave requested or taken must be approved by CMCIRP Director.

Sick leave, annual leave, funeral leave, etc. must be approved by CMCIRP Director.

Should inclement weather prevent an employe from performing her/his duties on a given day, CMCIRP Central Office must be notified that a.m. in order to formulate employe's schedule for that day.

Leave (cont)

If ill and unable to perform one's duties, each employe must see to it that Central Project Office in informed each morning of employe's illness. After an absence of five days due to illness, a physician's verification of illness must be submitted to CMCIRP Director.

Requests for annual leave, in particular, should be requested well in advance of leave dates requested.

Should CMCIRP personnel be involved in other circumstances which preclude carrying out assigned duties, CMCIRP Central Office must so be notified that said circumstances prevent performance of duties on a given day. Of course nature of said circumstances will determine length of time taken to notify Central Office.

Compensatory Time

All field representatives are to take a lunch hour each working day. Field representatives are not expected to work during that time and receive compensatory time herein.

Regional field representatives should make certain that seasonal field representatives work an 8-hour day. So it is important that the 40-hour work week be observed.

TELEPHONE PROCEDURES

It is incumbent on all field representatives to certify proper business only use of the long distance telephone credit cards assigned to regional field representatives.

TIME LOGS

In maintaining your time reporting, please be certain that your daily activities show an 8-hour time-spent period. It is important to be able to account for a 40-hour work week.

JURY DUTY

If a regional field representative or any other full-time personnel of CMCIRP should be called on to serve on either a petit or grand jury, time off from CMCIRP duties will naturally be accorded, with pay.
Fees received as a witness or compensation for court and jury duty shall be forfeited by the individual to CMCIRP, Weld BOCES.

Procedures for Jury Duty (cont)

A written request and a copy of the summons shall be filed with CMCIRP director. Monies received while serving on jury duty shall be turned in to CMCIRP director and forwarded to Weld BOCES bookkeeper. These monies shall be credited to CMCIRP fund which is allocated from ESEA Title I, Migrant Education Program, from which the individual's salary is paid.

SURVEY by REGIONAL FIELD REPRESENTATIVE

In surveying counties, at each school district superintendent's office, you should request a copy of a map that shows the school district's boundaries. This will not be available to you in all cases, but where available the map will assist you to ascertain what farms, houses, and agriculturally related industries are located within school district boundaries.

As a surveying strategy, seek to determine (in those districts not sponsoring migrant education programs) whether any migratory children are in the district by first checking agencies, health, employment, welfare, agriculture, and employers before visiting the schools. This could aid in determining beforehand whether school district data is accurate.

Coordination with Colorado Department of Education, Office of Field Services is vital to CMCIRP. Do not forget to contact the field service coordinator responsible for your region. Visits to school districts are greatly facilitated in this way.

It is likewise important that you seek to document projections of migratory families in the counties you survey that actually have migratory agricultural workers employed.

As in the past, in addition to schools, you will be surveying all agencies and food-processing plants related to agricultural endeavor (co-ops, feedlots, packing plants, turkey and chicken plants, etc.)

For each migrant child (or children, if the child has brothers or sisters also in the same school or school district) identified on the Migrant Child Survey sheet, attach with the form the following: To the most accurate extent possible, trace the child's family migration pattern. For example:

Does the family have a home base in Texas?
Have the father and/or family worked on farms in other states before coming to Colorado; list farmers' names and addresses if available from migrant family
Cite type of work father/mother have done, and the type currently being performed.
Show migration pattern: where does family go from Colorado? To Michigan? Back to Texas? How long does family remain in Texas? Look for mobility and interruption of education.

SURVEYING (cont) DOCUMENT

1. Areas of migratory labor impaction.
2. Areas where migratory labor is employed, even on a marginal or short-term basis.
3. Crops grown in areas employing migratory labor.
4. Growing seasons.
5. Farms employing migratory labor; number of workers (migrant, that is).
6. Agriculturally related and food-processing plants employing migratory labor. Number of workers.
7. Agencies which provide services to migratory families. Number and names of children served.
8. Companies which contract for migratory labor.
   A. Acreage they contract.
   B. Number of workers contracted--determine if families travel with workers.
9. Individuals (crew leaders) who contract for migrant workers.
10. Inter and intrastate patterns of travel by migratory families seeking agricultural employment.
11. Schools the children can or will attend.

If there are any nonpublic schools in your area, do check with them to determine if there are any migratory children enrolled. Parochial and other denominational and nondenominational schools, in some cases, could have migratory children enrolled. And the recruitment effort can also be explained to the school administration.

VISITATIONS PROCEDURES

The following steps should be taken when field representatives are making school visitations:

I. Make an appointment to:

Visit the superintendent of the school district to secure his written permission to visit the schools.

When you arrive at the superintendent's office, you do the following:

A. Introduce yourself to the secretary, show your I.D. card to her and ask her if it would be possible to see the superintendent. If it is not possible to see the superintendent, tell the secretary that you would like to visit certain schools in the district, and ask her if this would be possible. If not, make an appointment to see the superintendent as soon as possible. Then go to the next district on your schedule.

B. If you can see the superintendent, first introduce yourself, show him your I.D. card. Explain that you are from the Colorado Migrant Child Identification and Recruitment Project and that you would like his permission to visit certain schools in his district in order to enroll Migrant Students (those who are the children of migrant workers) on the National Migrant Student Record Transfer System.

C. If the superintendent asks you what the National Migrant Record Transfer System is, tell him that it is a system which allows the Migrant child's school record to follow him from school to school in whatever state he and his family move to. This is done by enrolling the child on a National Data Bank computer in Little Rock, Arkansas. The computer sends a record of all the newest information to the school where the child registers. The record includes Health, Testing and Academic information. All further information can be obtained through contacting Mrs. Kersten or Mrs. Johnson. All records, of course, are kept strictly confidential.

D. If the superintendent asks you who is a migrant student, give him a brochure, and explain the definitions to him as he reads them from the brochure.

E. Ask the superintendent if he knows, offhand, if there are any migrant students in his district and, if so, what schools would they be attending.

F. Show him a survey sheet and if he requests a survey, tell him that he can contact Dr. Archuleta at his office for further information, after the survey sheets have been distributed and completed.

G. Leave some literature with the superintendent, leave your card, thank him for his cooperation (even if he said they have no migrants).

RANCH AND FARM VISITS:

Rancher or Farmer-show your identification and explain your reason for visiting, stressing that you are interested only in the education of the Migrant children.

Crew Leader-introduce yourself and explain your reason for wanting to talk with him. Explain that you are not going to disturb his workers and that by getting the children into school the adults will be free to do their work. Explain that you would like to speak with the workers who have children in order to gain their consent to enroll the children in school. Mention that the children will receive free medical help as well as free breakfast and lunch. Also, you will see that the children have bus transportation back and forth to school.

Parent:

Explain who you are and your reason for being there. Tell them that you would like to enroll their children in school so that they will be taken care of until the family moves. Tell the parent that the child will receive medical and dental care from the summer school. If the parents are sick or request any other assistance, immediately refer them to the proper persons. Make sure that the parents receive whatever assistance promised them. If an agency is going to help them, check back in a few days to see that the case is being followed up.

Agency Visits:

Introduce yourself. Explain your reason for being there. In an agency such as Salud del Valle, you can point out the fact that you would like to work closely with them through referrals. Explain that your main interest is in the education field. Discuss the services CMCIRP offers as well as those offered by the agency you are visiting in order to determine whom to contact on referrals. Leave materials on CMCIRP and your business card so that the agency will be able to contact you when families move in.

CMCIRP
PER DIEM POLICY DIRECTIVE

This directive restates or modifies previous per diem regulations for staff.

I. In-State or Out-of-State travel: tips for meals, maximum is 15% reimbursement.

II. Overnight lodging in-state should not exceed $15.00 Current commercial rate is generally $12.00. This does increase during peak summer months. Always request commercial rate.

III. Out-of State travel, conferences and technical assistance; CMCIRP will arrange for reasonably priced lodging. For meals not charged to employe's room, dated receipts must be secured and also signed by employe when submitted.

IV. CMCIRP does not pay for any meals when employe is out only during normal working hours.

V. For inservices, generally shifted monthly throughout the state in order to accomodate personnel, CMCIRP provides for lodging and meals.

VI. Receipts must be provided for all transportation charges: air fare, taxicab, limousine, parking fees.

VII. Mileage rate currently paid by CMCIRP is 15¢ per mile for staff who use personal automobiles.

VIII. Registration fees for conferences, in general, are paid by Central Office. When this is not the case, employe must secure a receipt for the registration fee. Meals, when included in registration fees, must be deducted from reimbursement request.

IX. In cases where a field representative must be out overnight on Project business, the following reimbursement rates are applicable when the employe returns to his/her office the subsequent day at quitting time:

1. $5.50 maximum for the evening meal, first day.
2. $2.50 maximum for breakfast, second day.
3. $3.50 maximum for lunch, second day.

Employes are required to adhere as closely as possible to these rates, for it is not permissible to charge beyond the maximum for, let us say, the evening meal if a meal is skipped

X. In a situation where an employe must be traveling for several days, three meals are reimbursable each day, the maximum for each day being $11.50 for three meals: Breakfast, $2.50; Lunch $3.50; Dinner, $5.50.

XI. Each field representative must record mileage from his/her office to point of destination, travel from there to other points, and mileage recorded back to office.

XII. In-state or out-of-state, lounge/bar tabs are never considered reimbursable. Should any employe charge a lounge/bar tab to CMCIRP or its director, such illegal action will result in disciplinary action/dismissal.